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ARMY REGULATION

No. 601-49

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 25 February 1969

PERSONNEL PROCUREMENT

NOTIFICATION OF ENTRY INTO ACTIVE MILITARY SERVICE
(DD FORM 53)

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1. **Purpose.** *a.* DD Form 53 (Notification of Entry into Active Military Service) will be prepared and forwarded as prescribed herein to furnish the Selective Service System with information which will provide the basis for allowing credits against induction quotas established for each Selective Service local board area in accordance with the Military Selective Service Act of 1967.

b. The DD Form 53 will be prepared for each person entering on regular or extended active duty through enlistment, reenlistment, appointment, reappointment, or commissioning; Reservists entering on active duty for other than training purposes; individuals entering the United States Military Academy; and individuals attending schools or courses in an officer status.

c. DD Form 53 will not be prepared for—

(1) Reservists and National Guardsmen ordered to active duty for training (ACDUTRA).

(2) Persons who are disqualified for active duty for mental and physical reasons upon first reporting for examinations.

(3) Persons inducted into the Army under the Military Selective Service Act of 1967.

2. **Preparation.** DD Form 53 will be prepared for officers and warrant officers and enlisted personnel, both men and women, as follows:

a. Enlisted personnel entering active military service at Armed Forces Examining and Entrance Stations (AFEES). AFEES will prepare and forward as prescribed in paragraph 4, DD Form 53 for each person (other than an inductee) who enters active military service at these stations.

b. Enlisted personnel enlisting or reenlisting at locations other than AFEES. The commander of the initial active duty station at all locations other

than AFEES will prepare and forward as prescribed in paragraph 4, DD Form 53 for each person enlisting or reenlisting (within 24 hours) in the Regular Army.

c. Officers and warrant officers appointed in the Regular Army. Upon execution of the oath of office, the commander responsible for administering the oath will prepare DD Form 53 for each officer and warrant officer appointed and forward the form as prescribed in paragraph 4.

d. Cadets entering the United States Military Academy. Upon execution of oath of allegiance, the Superintendent, United States Military Academy, will have DD Form 53 prepared for each individual and forwarded as prescribed in paragraph 4.

e. Members of ARNGUS and Army Reserve ordered to active duty.

(1) *Individuals.* The commanding officer of the first station or organization receiving individual members who are coming on active duty for the first time, including those TDY to service schools en route to initial duty assignments, will prepare a DD Form 53 and forward the form as prescribed in paragraph 4 for the following:

(a) A member of the ARNGUS or an individual Army reservist ordered to extended active duty.

(b) A person who is reporting for active duty after being commissioned from ROTC or OCS.

(c) A special registrant under the Military Selective Service Act of 1967 who enters on active duty as a commissioned officer.

(2) *Units.* During mobilization station processing, commanders of ARNGUS and Army Re-

*This regulation supersedes AR 601-49, 4 March 1968.

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serve units called or ordered to active duty will prepare DD Form 53 for each officer and enlisted person carried on the initial morning report. Each unit commander will prepare and sign a statement as follows:

----- DD Forms 53 are forwarded
(Number)
herewith for disposition in accordance with paragraph 4,
AR 601-49, for personnel assigned to this unit as of

(Effective date of active duty)
This total is (is not) in agreement with the morning
report strength for -----

(Effective date of active duty)
If the total number of DD Forms 53 forwarded is
not in agreement with the morning report strength,
the following statement will be added:

DD Forms 53 have not been prepared for the following
individuals for the reasons noted opposite each name.

3. Instructions for completion. DD Form 53 will
be completed by typewriter or printed legibly in
ink as follows:

a. Item 1. Enter last name, first name, and spell
out the full middle name or names, if any.

b. Item 2. Enter the individual's Selective Serv-
ice number. The Selective Service number will be
obtained from the Registration Certificate (SSS
Form 2), or the Notice of Classification (SSS
Form 110), which should be in the possession of
the person concerned. (The group spacing is im-
portant in this number; therefore, it will be en-
tered (utilizing corresponding blocks) with group
spacing unaltered.) If the individual is not regis-
tered with the Selective Service, enter "None."

c. Item 3. In all cases in which the Selective
Service number is recorded in item 2, enter in item
3 the Selective Service local board number, and the
city, county, and State in which located. The num-
ber and address of the local board will be obtained
from the Registration Certificate (SSS Form 2),
or the Notice of Classification (SSS Form 110).
If entry in this item is not applicable to the in-
dividual concerned, enter "None."

d. Item 4. Enter home address (the place in
which the individual claims permanent home or
residence at the time of latest entry into active
military service, *not merely a mailing address*).
The home address will consist of number and street
or RFD number, city, county, State, and ZIP code.
If the individual does not know the name of the
county in which the town or city is located, it will
be obtained from the U.S. Postal Guide or from a

standard atlas. This information is required in
order to make proper disposition of DD Form 53
as prescribed in paragraph 4.

e. Item 5. Enter an "X" in the box immediately
preceding "Army."

f. Item 6. Enter the individual's service num-
ber, both integral figures and authorized prefix;
and social security account number.

g. Item 7. Enter the grade in which the individ-
ual is ordered to active duty, enlisted, reenlisted,
appointed or reappointed, or commissioned. For
enlisted personnel, enter the appropriate pay grade
and title, e.g., "E-4 CPL," or "E-5 SP5."

h. Item 8. Enter day, month, and year of entry
on active duty, enlistment, reenlistment, appoint-
ment, or reappointment. In the case of individuals
commissioned in the Regular Army, this date is
the day of execution of oath of office; for the
United States Military Academy cadets, it is the
day the oath of allegiance is executed.

i. Item 9. Enter date of birth (day, month, and
year).

j. Item 10. Self-explanatory.

k. Item 11. The name, grade, and station of the
officer responsible for the preparation of DD Form
53 will be typed in the space provided.

l. Item 12. The officer whose name is typed in
item 11 will affix his signature, in ink, in item 12.
The entries on DD Form 53 will provide the basis
for allowing credits against quotas established for
local board areas; therefore, the officer signing
item 12 will review the form for legibility, com-
pleteness, and accuracy in order that the individ-
ual's place of residence and the local board entitled
to credit may be definitely established.

4. Disposition and mailing. *a.* Not later than the
day following preparation or receipt, completed
forms will be sorted by State and placed in enve-
lopes addressed to the State Director of Selective
Service for the State having jurisdiction over the
individual's local board as shown in item 3 of the
DD Form 53.

b. When the information required by item 3 of
the DD Form 53 is not available, such as in the case
of an individual who, because of age or sex has not
registered, the form will be sent to the Selective
Service Director for the State shown on either the
individual's Enlistment Record (DD Form 4) or
other official records completed at the time of entry
on active duty.

c. DD Form 53 prepared for individuals who cannot be identified with a State Selective Service activity (persons with addresses outside the 50 States, New York City, District of Columbia, Puerto Rico, Virgin Islands, Guam, and the Canal Zone) will be forwarded to National Headquarters, Selective Service System, 1724 F Street NW., Washington, D.C. 20435.

d. Statements of transmittal referred to in paragraph 2e(2) will be filed in the headquarters forwarding DD Forms 53 to the State Director of Selective Service.

e. Each mailing address listed below will include as part of the address "Director of Selective Service." Post office box address will be used for mailing whenever shown. All mail to Alaska, Canal Zone, Guam, Hawaii, Puerto Rico, and the Virgin Islands will be sent via airmail. The first element of an individual's Selective Service number, reading from left to right, is the number which identifies the State in which the individual is registered. Related numbers appear before each of the addresses listed below.

1 Alabama:
Room 818, Arosov Building
474 South Court Street
Montgomery, Ala. 36104

51 Alaska:
Room 248, Federal Building
619 Fourth Avenue
Anchorage, Alaska 99501

2 Arizona:
Room 202, P.O. Building
522 N. Central Avenue
Phoenix, Ariz. 85004

3 Arkansas:
Federal Office Building
Little Rock, Ark. 72201

4 California:
Federal Building
805 I Street
Sacramento, Calif. 95814

66 Canal Zone:
Post Office Box No. 2014
Balboa Heights, C.Z.

5 Colorado:
New Custom House, Room 226
19th & California Streets
Denver, Colorado 80202

6 Connecticut:
Post Office Box No. 1558
Hartford, Conn. 06101

7 Delaware:
Prices Corner
3202 Kirkwood Highway
Wilmington, Del. 19808

49 District of Columbia:
916 G Street NW
Washington, D.C. 20001

8 Florida:
19 McMillan Street
Post Office Box No. 1988
St. Augustine, Fla. 32084

9 Georgia:
901 West Peachtree Street NE
Atlanta, Ga. 30309

55 Guam:
Post Office Box No. 3036
Agana, Guam 96910

52 Hawaii:
Post Office Box No. 4006
Honolulu, Hawaii 96812

10 Idaho:
Room 492, Federal Building
U.S. Courthouse
550 West Fort Street
Boise, Idaho 83702

11 Illinois:
405 East Washington Street
Springfield, Ill. 62701

12 Indiana:
Century Building
36 South Pennsylvania Street
Indianapolis, Ind. 46204

13 Iowa:
Building 68, Fort Des Moines
Des Moines, Iowa 50315

14 Kansas:
Masonic Temple Building
10th and Van Buren Streets
Topeka, Kans. 66612

15 Kentucky:
220 Steele Street
Frankfort, Ky. 40601

16 Louisiana:
TB Building 309
Jackson Barracks
New Orleans, La. 70140

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- 17 Maine:
Federal Building, Room 610
40 Western Avenue
Augusta, Maine 04330
- 18 Maryland:
Federal Building, Charles Center
31 Hopkins Plaza, Room 1119
Baltimore, Md. 21201
- 19 Massachusetts:
John Fitzgerald Kennedy Federal Building
Government Center,
Boston, Mass. 02203
- 20 Michigan:
Post Office Box 626
Lansing, Mich. 48903
- 21 Minnesota:
100 East Tenth Street
St. Paul, Minn. 55101
- 22 Mississippi:
Post Office Building
Jackson, Miss. 39201
- 23 Missouri:
411 Madison Street
Jefferson City, Mo. 65101
- 24 Montana:
Post Office Box No. 1183
Helena, Mont. 59601
- 25 Nebraska:
10th Floor, Terminal Building
941 "O" Street
Lincoln, Nebr. 68508
- 26 Nevada:
Post Office Box No. 644
301 West Washington Street
Carson City, Nev. 89701
- 27 New Hampshire:
Federal Bldg. & U.S. Post Office
55 Pleasant Street, Room 337
Post Office Box 427
Concord, N.H. 03301
- 28 New Jersey:
U.S. Post Office and Court House
402 East State Street
Trenton, N.J. 08608
- 29 New Mexico:
Post Office Box 5175
Santa Fe, N. Mex. 87501
- 30 New York State:
Federal Building
441 Broadway
Albany, N.Y. 12207
- 50 New York City:
Federal Building
26 Federal Plaza
New York, N.W. 10007
- 31 North Carolina:
Post Office Box No. 9513
Morgan Street Station
Raleigh, N.C. 27603
- 32 North Dakota:
Federal Building
Post Office Box No. 1417
Bismarek, N. Dak. 58501
- 33 Ohio:
34 North High Street
Columbus, Ohio 43215
- 34 Oklahoma:
810 Leonhardt Building
Oklahoma City, Okla. 73102
- 35 Oregon:
Post Office Box No. 4288
Portland, Oreg. 97208
- 36 Pennsylvania:
P.O. Box 1266, Federal Building
228 Walnut Street
Harrisburg, Pennsylvania 17108
- 53 Puerto Rico:
Post Office Box No. 4031
San Juan, P.R. 00905
- 37 Rhode Island:
1 Washington Avenue
Providence, R.I. 02905
- 38 South Carolina:
1801 Assembly Street
Columbia, S.C. 29201
- 39 South Dakota:
Post Office Box No. 1872
Rapid City, S. Dak. 57701
- 40 Tennessee:
Room 500, 1717 West End Building
Nashville, Tenn. 37203
- 41 Texas:
209 W. 9th Street
Austin, Tex. 78701



- 42 Utah:
333 South 2nd East
Salt Lake City, Utah 84111
- 43 Vermont:
Federal Building
Post Office Box 308
Montpelier, Vt. 05602
- 44 Virginia:
Federal Office Building
400 North Eighth Street
Richmond, Va. 23240
- 54 Virgin Islands:
Post Office Box No. 360
Charlotte Amalie, St. Thomas
Virgin Islands 00801
- 45 Washington:
Washington National Guard Armory
South 10th and Yakima
Tacoma, Wash. 98405
- 46 West Virginia:
Federal Office Building
Charleston, W. Va. 25301
- 47 Wisconsin:
Post Office Box No. 2157
1220 Capitol Court
Madison, Wis. 53701
- 48 Wyoming:
Post Office Box 2168
200 East Eighth Avenue
Cheyenne, Wyo. 82001

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements to Deputy Chief of Staff for Personnel, ATTN: DCSPER-PD, Department of the Army, Washington, D.C. 20310.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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ARNG: A (quan rqr block No. 440).

USAR: A (quan rqr block No. 440).

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